

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

CORRECTIONS ADMINISTRATIVE SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis Adm. Code, for making classification decisions relative to present and future positions which supervise administrative and program functions and subordinate staff within the Department of Corrections. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definitions of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work to facilitate the assignment of positions to the appropriate classification through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information.

B. Inclusions

This classification encompasses professional supervisory positions located within the Department of Corrections which supervise administrative and program functions. Positions allocated to this classification meet the statutory definition of supervisor in Wis. Stats. s. 111.81(19).

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor in Wis. Stats. s. 111.81(19) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which do not supervise and perform administrative and program functions within the Department of Corrections for a majority of the time.
3. Positions which, for a majority of the time, perform duties which are more appropriately classified as Corrections Administrative Unit Supervisor.

4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

II. DEFINITIONS

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Positions allocated to this classification are in the Bureau of Correctional Enterprises in the Division of Adult Institutions and manage the internal operations of the bureau, including personnel, staffing and classification, human relations, payroll and benefits, budget functions and the hazardous waste program. Work is performed under general supervision.

Representative Position:

Division of Adult Institutions, Bureau of Correctional Enterprises (BCE): Under the supervision of the Bureau Director and under guidance from the Bureau of Personnel and Human Resources, this position directs and manages the internal operations of BCE, including personnel, operational, and facility functions. Serves as the primary contact for human resource functions including labor relations, technical advice and training; administers the BCE Risk Management program for compliance; provides supervision of assigned staff; serves as chairperson for internal review workgroups; serves as BCE records custodian; coordinates reentry initiatives as liaison to the Divisional Transition team; and directs the inmate and staff complaint systems.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

The Corrections Administrative Supervisor 1-3 classification series was created as a result of the Professional Program Support Survey effective February 15, 1998, and announced in Bulletin CC/SC-81.

This classification specification was modified to include a single position within the Division of Juvenile Corrections which had previously been classified as a Juvenile Services Supervisor at the Corrections Administrative Supervisor 3 level. This modification was announced in Bulletin CC/SC-92 and effective October 11, 1998. This classification series was again modified to include a single position in the Bureau of Correctional Enterprises, which had previously been classified as an Administrative Assistant 4-Supervisor at the Corrections Administrative Supervisor 1 level. This modification was announced in Bulletin CC/SC-95 and was effective December 6, 1998.

This classification was created to accommodate implementation of the expansion of the broad band pay structure effective March 12, 2000 and announced in Bulletin CLR/SC-109. Levels 2 and 3 were removed and merged to create the Corrections Administrative Unit Supervisor classification. Positions allocated to this classification were formerly classified as Corrections Administrative Supervisor 1.

This classification was modified effective March 2, 2008 and announced in Bulletin OSER-0183-MRS/SC to remove the allocations and representative positions at Lincoln Hills School and Outagamie County Jail. The allocations and representative positions in the Division of Community Corrections and Division of Adult Institutions were updated to reflect organizational changes and revised duties.

This classification was modified effective July 14, 2013 and announced in Bulletin OSER-0333-MRS/SC to remove the represented position in the Division of Community Corrections and to update the represented Division of Adult Institutions position.

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